

# Memorandum

To: ALL TRANSLAB EMPLOYEES

Date: December 4, 2002

From: DEPARTMENT OF TRANSPORTATION  
ENGINEERING SERVICE CENTER  
HVEEM MEMORIAL SCHOLARSHIP COMMITTEE

Subject: Francis N. Hveem Fund-Raiser and Scholarship Announcement

## SCHOLARSHIP HISTORY

The F. N. Hveem Memorial Scholarship is named for the late Chief of the Materials and Research Laboratory, Francis Hveem. The Laboratory, often referred to as the TransLab, has been reorganized several times since Mr. Hveem's retirement and is now composed of Materials Engineering and Testing Services and Geotechnical Services. Mr. Hveem was a civil engineer specializing in materials whose contributions to highway engineering are known worldwide and who helped guide the TransLab to international renown. The scholarship fund was originally established by a generous bequest from the Hveem family and contributions by the TransLab employees. The fund is regularly augmented through donations and fund-raisers to ensure that scholarships may continue to be awarded.

The purpose of the scholarship is to assist and encourage individuals who are preparing for careers in technical fields that could lead to employment at the TransLab. It is currently anticipated that at least one and possibly two scholarships will be awarded in the spring of 2003. Please see page 3 for details.

## REQUEST FOR DONATIONS

The number and size of the scholarships awarded each year are determined by the scholarship applications received, the amount of principal in the fund, and the generosity of contributors. This year we anticipate awarding one or two scholarships with a total value of \$1000.

On behalf of the committee, good luck to those of you who are applying for the scholarship and thank you to those who contribute this year to the Hveem Memorial Scholarship Fund. All donations to the scholarship fund are tax-deductible.

RICH PETER, Coordinator  
Hveem Scholarship Committee

## 2002/2003 COMMITTEE MEMBERS

Donna Perry	Jody Bollinger	Rich Peter
Sheri Erbe	Chris Tan	Bill Walte

## DONATIONS

Contributions will be gratefully accepted and are tax-deductible; please send contributions to:

**F. N. Hveem Memorial Scholarship Fund**  
California Transportation Foundation  
P. O. Box 163453  
Sacramento, CA 95816

Please return this portion of the form with your check.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

## SCHOLARSHIP ANNOUNCEMENT and APPLICATION INFORMATION

The Hveem Scholarship Committee is proud to announce that one or two scholarships with a total value of \$1000 will be awarded for the 2003 academic year. An applicant must be:

- a current or former employee of any office, branch or unit currently or previously located at the TransLab, or
- a dependent of a former or current employee defined above, or
- a volunteer who has worked at the TransLab,

and

- currently enrolled for at least six units in a college or university with an academic major in engineering, materials science, engineering technology, business, chemistry, computer technology, geology or other earth science, or
- a high school senior planning to enroll in a college or university in the 2003/2004 academic year with a major in one of these fields.

Applicants, except for dependents, must have completed at least six months of cumulative work time at the TransLab through temporary or permanent assignment.

As it is the committee's intention to grant the scholarship to as many qualified students as possible, a scholarship recipient shall not be eligible to receive the scholarship again in the year immediately following his or her selection. Previous recipients can, however, reapply for the scholarship in years subsequent to the ineligible year. Previous applicants will not be reconsidered unless a new application is received.

An application accompanies this memorandum. Fliers announcing the scholarship will be posted at the TransLab and on e-mail. Additional applications and information are available at California Department of Transportation, 5900 Folsom Boulevard, Sacramento, CA 95819, from Richard Peter [(916) 227-7257]. Please submit completed applications to Richard Peter at this address. The applications must be submitted in person to Mr. Peter or postmarked by March 14, 2003.

### APPLICANTS MUST SUBMIT:

1. A complete application signed by the applicant or, if the applicant is a minor, both the applicant and a TransLab employee/former employee wishing to nominate the applicant. Incomplete applications, and applications not including items 2 through 5 below, will not be considered.
2. A copy of college transcripts (or, for high school students, a high school transcript).
3. A composition of 500 words or less, expressing "*my goals, present and future*" and "*why I should be considered for this scholarship.*" Any unusual circumstances that support a need for this scholarship should be stated.
4. A resume to include honors received in school, participation in extracurricular activities, community service work, and work experience.
5. Two letters of recommendation from teachers, counselors, employers, etc.

# Francis N. Hveem Memorial Scholarship

## Application

Please fill out this application completely. Type or print legibly. Illegible or incomplete applications will not be considered. The application must be received by **March 14, 2003** or postmarked by that date if mailed.

Complete for an employee applicant *or* an employee wishing to nominate a dependent:

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone (Work): \_\_\_\_\_ (Home): \_\_\_\_\_

Employment Status: Former \_\_\_\_ Current \_\_\_\_ Dates of Employment \_\_\_\_\_

Job Classification: \_\_\_\_\_

Location/Unit: \_\_\_\_\_

Complete for a dependent of an employee:

### DEPENDENT APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone (Work): \_\_\_\_\_ (Home): \_\_\_\_\_

Relationship to Employee: \_\_\_\_\_

All applicants complete:

### EDUCATION

College (Intended college if in high school): \_\_\_\_\_

Address of College: \_\_\_\_\_

Major Area of Study: \_\_\_\_\_

*I certify that the above statements are true and correct.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dependent Signature: \_\_\_\_\_ Date: \_\_\_\_\_